



### LETTER OF APPOINTEMENT OF RERB CHAIR

Date :

CONCERNED PERSON:

POSITION:

DEPARTMENT:

DESIGNATION:

Dear \_\_\_\_\_,

We are pleased to appoint you as Chair of the Chinese General Hospital and Medical Center Research Ethics Review Board (CGHMC RERB). CGHMC RERB is an independent body created by the CGHMC Committee on Research under the Department of Medical Education and Research (DMER) for the purpose of promoting ethical and quality research among the hospital staff and trainees. The main responsibility of the CGHMC RERB is to safeguard the rights, safety, and well-being of human participants involved in health-related research within applicable laws and regulations and to provide public assurance of that protection.

The appointment is in accordance with the CGHMC RERB Standard Operating Procedures. As Chair of the RERB, your specific responsibilities include:

- Finalize and approve the agenda and preside in all RERB meetings.
- Conduct a preliminary review of all protocols and decide on the nature of review – expedite, exempt or full board
- Assign primary reviewers to initial protocols submitted
- Ensure that a final decision on all protocols reviewed is made and break a tie whenever a deadlock in RERB voting occurs
- Sign the following communications: Notice of Meetings, Notice of Action to Principal Investigators and Sponsors
- Represent Chinese General Hospital and Medical Center in ethics-related symposia or meetings that require institutional participation
- Ensure that appropriate decisions/actions are made by the RERB on issues that include but are not limited to research participants complaints, findings of non-compliance during an FDA audit, loss of records or study drugs, higher than expected occurrences of adverse events, unexpected adverse events that are at least possibly related to the study, drug accountability problems, unanticipated change in Principal Investigator, etc.
- Submit annual reports on the accomplishments of the RERB to PHREB
- Communicate decisions of the RERB to research proponents
- Ensures that all RERB members receive orientation and undergo basic Research Ethics training immediately after their appointment and continuing education thereafter
- Prepares budget plan for the RERB

The following are addition to your roles and responsibilities as member:



- Participate in regular RERB/SJREB meetings
- Serve as Primary Reviewer for research protocol within your area of expertise and as a primary medical reviewer, your review shall focus on the technical or scientific issues and ethical issues/as a non-medical reviewer, your review shall focus on the human participants' concerns, review the informed consent process and informed consent forms
- Perform post-approval review procedures as follows:
  - o Assess serious adverse event reports and recommend appropriate action(s)
  - o Review the progress reports and monitor ongoing studies as appropriate
  - o Evaluate final reports;
- Maintain confidentiality of the documents and deliberations of RERB meetings
- Declare any conflict of interest
- Participate in continuing educational activities in research methodology and research ethics

Your term of office is two (2) years effective \_\_\_\_\_ until \_\_\_\_\_ with possible renewal for every three (3) years.

If you agree with the terms of this appointment, please sign on the space provided below, date your signature, and return one copy of this letter to the CGHMC RERB secretariat. Kindly sign, date, and submit your latest curriculum vitae and a copy of the Confidentiality and Conflict of Interest Agreement.

Sincerely yours,

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Chair, Department of Medical Education and Research  
CGHMC

Conforme:

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(Print name & sign)

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Date